

UNAPPROVED

**VIRGINIA BOARD OF DENTISTRY
EXECUTIVE COMMITTEE MINUTES**

March 8, 2018

Department of Health Professions

Henrico, VA 23233

CALL TO ORDER: Dr. John M. Alexander called the meeting of the Executive Committee to order at 12:01PM. With all members present, a quorum was established.

MEMBERS PRESENT: John M. Alexander, D.D.S., President
Tonya A. Parris-Wilkins, D.D.S., Vice - President
Augustus A. Petticolas, Jr., D.D.S., Secretary - Treasurer

STAFF PRESENT: Sandra K. Reen, Executive Director
Sheila Beard, Executive Assistant

**PUBLIC COMMENT ON
AGENDA ITEM:** There were no public comment provided.

**APPROVAL OF
MINUTES:** Dr. Parris-Wilkins moved to accept the minutes of October 16, 2015 with one change. The minutes were adopted by consensus.

**REVIEW OF THE
BYLAWS:** After review and discussion, the Committee made the following changes:
Article I. Officers Election, Terms of Office, Vacancies – In item number 2, replace “Prior to the Fall meeting” with “during the June/Summer Board meeting.”
Article II. Duties of Officers – in item number 3, remove the word “treasurer” from the Secretary-Treasurer title and move “be knowledgeable about the budget of the Board” to the duties of the Executive Committee in Article V.
Article V. Committee Duties – in item number 1(a) after Bylaws add “for Board review at its December/Winter meeting” and combine items (b) and (c) to read “To be knowledgeable about the budget of the Board and make recommendations regarding financial matters.” In item number 4, change the second appearances of (a), (b), (c), to numbers 1-3 and strike the entire last paragraph beginning with “Each year”.

Article VI. Executive Director – Item number 2, letter (h) change to “Send the financial reports of the Board budget to the Executive Committee for review and monitoring”. Following discussion of licensing procedures, Ms. Reen was authorized to propose additional revisions to this section for review by the Committee prior to the June Board meeting.

**CODE OF CONDUCT
FOR MEMBERS:**

There were no changes to the Code of Conduct. The Committee agreed that the Board should review this guidance document 60-9 annually during the September Board meeting.

ADJOURNMENT:

With all business concluded, the Committee meeting adjourned at 2:00PM.

John M. Alexander, D.D.S., President

Sandra K. Reen, Executive Director

Date

Date